

## Virtual Job Shadowing

### **Enrollment in the Virtual Jobs Site and the Course Online**

Create a user account on the Microburst Learning's Virtual Job Shadow site <a href="http://virtualjobs.microburstlessons.com">http://virtualjobs.microburstlessons.com</a>

Once you have a user account created, login and select the cluster of interest link on the left, and then enroll into the Virtual Job Shadow. *Example: select the "Architecture & Construction" cluster link, select the "Plumber" link, select the "Plumber Virtual Job Shadow" link, and click "Enroll" into the Plumber Virtual Job Shadow.* To open the Virtual Job Shadow from this point, click the green "GO" button. Note: users will be able to enroll into the Virtual Job Shadows as they are activated online for featured careers in the cluster.

Note: you should receive a separate e-mail from a.brown@microburstlearning.com with a notification that you have been enrolled into the site and into the Virtual Job Shadow. Please do not hand out your unique login information to others. If others are interested in viewing the Virtual Job Shadow(s), please forward the web address <a href="http://virtualjobs.microburstlessons.com">http://virtualjobs.microburstlessons.com</a> and mention that they are able to create their own login and enroll directly for the Virtual Job Shadows online.



#### **Accessing the Course Online**

The Virtual Job Shadows can be viewed from any computer that has internet access (you may need to turn off your pop up blockers and ensure that you have the latest version of the Adobe Flash Player). In order for you to view the Virtual Job Shadows, you will need to follow the instructions below:

- 1. Click http://virtualjobs.microburstlessons.com to access the website
- 2. Enter your login information (note: the login information is case sensitive)
- 3. Click the "My Courses & Information" tab at the top located in the black bar
- 4. Click the green "GO" button to launch the course
- 5. Click on the first green "GO" button to launch a lesson in the course. When the lesson is complete, exit the lesson by clicking on the "Exit" and then "Exit Now" prompts in the upper right corner of the lesson window. Please wait for the web system to bring you back to the "My Courses & Information" page before clicking out of the website. Continue reviewing all lessons in the course

### **Key Microburst Learning Contact Information:**

**Ann Brown** 

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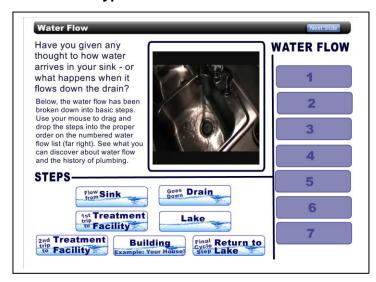
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#### **Frequently Asked Questions:**

- 1. How much will access to the Virtual Job Shadows cost: Microburst Learning is offering all of our Virtual Job Shadows that we build and post on our site at NO cost to South Carolina. Access is completely free to users 24 hours a day / 7 days a week online.
- 2. Group Enrollments for tracking purposes: if you have a group that you would like to have enrolled into our Virtual Job Shadow site and into course(s), we will be happy to send you a template and instructions for a batch user upload versus individual logins.
- 3. Reporting and Tracking of Virtual Job Shadow completions: Microburst Learning's web system allows us to provide reporting and tracking reports to monitor the progress of individuals completing the Virtual Job Shadows. Please contact Ann Brown to learn more about this feature.
- 4. Next Virtual Job Shadows to be posted: Continue to visit our Virtual Job Shadow site <a href="http://virtualjobs.microburstlessons.com">http://virtualjobs.microburstlessons.com</a> for new releases! Below is a list of our Virtual Job Shadows that are available and soon to be released:

Architecture & Construction:	Manufacturing:	Information Technology:	STEM:	Health Science:
<ul> <li>Plumber (NOW)</li> <li>HVAC (NOW)</li> <li>Electrician (NOW)</li> <li>Carpentry (SOON)</li> <li>Pipe Fitter (TBD)</li> <li>Welder (TBD)</li> </ul>	Chemical Operator (NOW)	<ul> <li>Project Manager (SOON)</li> <li>Developer (SOON)</li> <li>Security Analyst (SOON)</li> <li>End Client Support (SOON)</li> <li>Animator (SOON)</li> <li>Five VJS (TBD)</li> </ul>	<ul> <li>Lab Technician (SOON)</li> <li>Wind Energy Engineer (TBD)</li> </ul>	Two VJS (TBD)

5. Additional Information: For more information about our Virtual Job Shadows, please visit **Error! Hyperlink reference not valid.** 



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